

UAM OPERATING PROCEDURE 340.2  
RE: Processing Travel Requests and  
Reimbursements

November 30, 1994  
Revised: July 1, 1997  
Revised: July 1, 1999  
Revised: July 1, 2001  
Revised: February 12, 2018  
Revised: April 25, 2022

When entering a Spend Authorization, only one (1) trip per Spend Authorization should be submitted.

All travel requires prior approval. In addition, if the lodging will exceed the daily maximum, the traveler must include a justification as to why the travel is beneficial to UAM and/or the state of Arkansas.